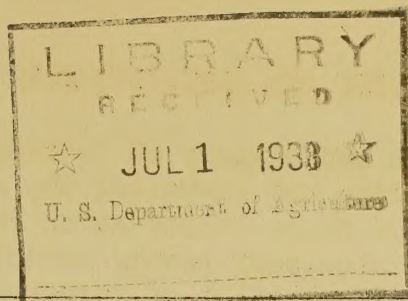


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NCR-256



Issued May 31, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
North Central Division.

INSTRUCTIONS RELATING TO THE REPORT OF INSPECTION AND
PREPARATION OF SUMMARY OF PERFORMANCE ON RANGE LAND (FORM NCR-257).

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PART I. GENERAL INFORMATION AND ADMINISTRATIVE ORGANIZATION.

The Report of Inspection and Summary of Performance on Range Land, NCR-257, will be used to determine and summarize the extent of performance on ranching units under the 1938 Range Conservation Program. The State committee will arrange for the necessary county schools of instruction, prepare instructions for the determination of acreages, and furnish adequate supervision and assistance to county committees for the determination of performance on range land.

The county committee of the county in which ranching units participating in the 1938 Range Conservation Program are located, or regarded as located, will be responsible for the determination of performance on such ranching units. The member of the county committee in charge of the range program will supervise the determination of performance on range land in the county. The determination of performance will be made as soon as possible after the receipt of the necessary forms and instructions in the county office.

Inspection of ranching units for the purpose of determining performance will be made on all ranches for which data are listed on the Range Listing Sheet, NCR-255. Data will be entered on NCR-257 only for those practices which have been approved by the range inspector and county committee prior to the institution of such practices. The member of the county committee in charge of the range program will assign to each range inspector the ranching units to be inspected by such range inspector. Each range inspector will be supplied with forms NCR-257, NCR-253, and such other forms and equipment necessary for the determination of performance. Section I of forms NCR-257 will be completed in the county office before such forms are assigned to range inspectors. Range inspectors will visit the assigned ranching units, check the data appearing in Section I of NCR-257, check the range-building practices carried out, and record data for such practices in Section II of NCR-257 in accordance with the instructions contained herein. The range inspector will review the data which he enters on NCR-257 with the ranch operator and obtain the ranch operator's signature. Upon certification, the range inspector will forward NCR-257 to the county office. NCR-257 will be completed in the county office and reviewed by the county committee. The member of the county committee in charge of the range program will sign NCR-257 on behalf of the committee.

PART II. PREPARATION OF NCR-257 IN COUNTY OFFICE.

Clerical assistants will transfer to forms NCR-257 data pertaining to ranching units from the Statement of Intentions and Designation of Range Building Practices, NCR-253; the Range Listing Sheet, NCR-255; and other available sources of information in the county office.

Enter the State and county code, range inspector district number, and the ranch serial number in the space provided in the upper right-hand corner.

Section I. Identification of Ranching Unit:

Line 1 - Enter the name and address of the operator of the ranching unit. Such entry will be obtained from columns (2) and (3) of form NCR-255.

Line 2 - Enter the number of acres, the number of acres of range land, and the normal grazing capacity of the ranching unit. The respective entries will be obtained from columns (5), (6), and (16) of form NCR-255.

Line 3 - Enter the location of the ranch headquarters, including the name of the minor civil division, the distance and direction from the nearest town, and the name of the road on which the headquarters of the ranching unit is located.

PART III. INSTRUCTIONS FOR COUNTY RANGE INSPECTORS.

Section II - Report of Performance

The range inspector will make the necessary entries in Section II of NCR-257 in accordance with the instructions contained herein.

CONDITION OF RANGE LAND AT END OF GRAZING SEASON - The range inspector will compare the area grazed in 1938 with adjacent or nearby non-grazed areas to determine whether or not the range land was pastured to such an extent that the stand of grass has been decreased or the forage, tree growth, or watershed injured by overgrazing in 1938. The appropriate entry will be made in the space provided in Section II.

A. RESEEDING OF RANGE LAND

Practice No. 1 - Reseeding by Deferred Grazing:- Enter in Item 1 the number of acres nongrazed during the period May 15, 1938 to September 30, 1938. Sufficient measurements will be made to determine the total acreage nongrazed.

Enter "yes" or "no" in Item 2 to indicate whether the entry of livestock was prevented on the acreage nongrazed, as shown in Item 1. On ranges on which cattle or horses are grazed, the area to be kept free of grazing should be fenced and such fence maintained sufficiently to prevent the entry of livestock. On ranges used exclusively for the grazing of sheep, the area to be kept free of grazing should be fenced and the fence maintained sufficiently to prevent the entry of livestock or the entry of livestock on such nongrazed acreage should have been prevented by herding.

Enter "yes" or "no" in Item 3 to indicate whether the practice was carried out on land normally used for grazing during the period May 15, 1938 to September 30, 1938 inclusive.

Practice No. 2 - Artificial Reseeding: - Enter "yes" or "no" in Item 1 to indicate whether the area reseeded was land on which a crop, other than wild hay, was harvested or planted for harvest since January 1, 1930.

Enter in Item 2 the names of the kinds of seed sown.

Enter "yes" or "no" in Item 3 to indicate whether the kinds of seed sown are adapted varieties which have been approved by the State committee.

Enter in Item 4, the total number of pounds of seed sown.

Enter in Item 5, the total number of acres reseeded. Sufficient measurements will be made to determine the total acreage reseeded.

B. EROSION AND RUNOFF CONTROL

Practice No. 3 - Contour listing, furrowing, or subsoiling: -

Enter "yes" or "no" in Item 1. The range inspector will inspect the area contour furrowed, to determine whether the contour furrows have been constructed on land with an average slope not in excess of 8 percent and not sufficiently sandy and porous to absorb normal precipitation.

Enter "yes" or "no" in Item 2 to indicate whether the contour furrows were not less than 8 inches in width and 4 inches in depth.

Enter "yes" or "no" in Item 3 to indicate whether the contour furrows were sufficiently dammed to prevent gullyng.

Enter "yes" or "no" in Item 4 to indicate whether the width between the furrows on any land with an average slope of 3 percent or less was not greater than 25 feet.

Enter "yes" or "no" in Item 5 to indicate whether the width between the furrows on any land with an average slope of more than 3 percent was not greater than 25 feet less 3 feet for each percent by which the slope is greater than 3 percent.

Enter in Item 6 the total acreage which has been contour furrowed. Sufficient measurements will be made to determine the acreage contour furrowed.

Practice No. 4 - Spreader dams and terraces: - Enter "yes" or "no" in Item 1 to indicate whether the spreader dams and terraces were constructed for the purpose of diverting surface water in order to prevent soil washing of range land. Spreader dams and terraces must be constructed according to the specifications of the State committee.

Enter in Item 2 the number of cubic yards of material moved in building the dam.

Enter in Item 3 the number of linear feet of terrace constructed.

Sufficient measurements will be made to determine the number of cubic yards of material moved in building the dams and the number of linear feet of terrace constructed.

C. DEVELOPMENT OF STOCK WATER ON RANGE LAND

Practice No. 5 - Earthen tanks or reservoirs: - Each dam will be assigned a number and the appropriate entries will be made under the number assigned.

Inspect the watershed for each dam and determine whether such watershed is sufficient to insure filling of the reservoir under normal precipitation and make the appropriate entry in Item 1.

Inspect the spillways and ascertain whether such spillways are adequate to prevent washing out under normal precipitation. The appropriate entry should be made in Item 2.

The necessary measurements will be made to ascertain the average length, average width, and the average depth of fill made in 1938 in connection with construction of each dam. Compute the total number of cubic yards of fill for each dam and enter such number of cubic yards in Item 3.

Practice No. 6 - Wells: - Each well will be assigned a number and the appropriate entries will be made under the number assigned.

Enter "yes" or "no" in Item 1 to indicate whether the location and type of well was approved by the range inspector, county committee, and State committee, prior to the starting of drilling or digging the well. This information will be obtained from Section VII, NCR-253.

Enter "yes" or "no" in Item 2 to indicate whether a wind mill or power pump was installed and the water conveyed to a tank or storage reservoir.

Enter "yes" or "no" in Item 3 to indicate whether the well was developed at a place other than ranch headquarters.

The range inspector will determine the depth of the well and the diameter of the casing in accordance with the methods established by the State committee.

Enter in Item 4 the depth of the well in linear feet.

Enter in Item 5 the diameter of the casing in inches.

Enter "yes" or "no" in Item 6, if the well was an artesian well, to indicate whether or not adequate stock water was made available during the grazing season and conveyed to a tank or trough. If the well is not an artesian well, no entry will be made in Item 6.

Practice No. 7 - Development of natural watering places: - Enter "yes" or "no" in Item 1 to indicate whether the spring or seep was developed; such spring or seep was adequately protected at its source from trampling; and the water conveyed to a tank in a trough or a pipe of not less than 1 inch in diameter. The term "tank" as used herein shall include "storage trough".

Enter in Item 2 the number of cubic feet of soil or gravel excavated.

Enter in Item 3 the number of cubic feet of rock excavated.

Sufficient measurements will be made to determine the number of cubic feet of excavation.

D. PLANTING AND MAINTAINING A STAND OF TREES

Practice No. 8 - Tree planting in 1938 prior to November 1, 1938: -
The range inspector will ascertain whether the number, kind, and age of trees planted and whether the methods of growing such trees are in accordance with good tree culture practice, and enter in Item 1, "yes" or "no", as the case may be.

The range inspector will ascertain whether the acreage planted to trees is fenced and whether such fence has been maintained sufficiently to prevent the entry of livestock. Enter "yes" or "no" in Item 2.

Sufficient measurements will be made to determine the number of acres planted to trees. Enter the determined acreage in Item 3.

Enter the year and month such trees were planted, in Item 4.

Practice No. 9 - Cultivating and maintaining a stand of trees: -
Ascertain from the operator the date the forest trees were planted and enter such date in Item 1(a).

Determine the number of living forest trees per acre and enter such number of trees in Item 1(b).

Measure the acreage on which a full stand of at least 500 trees per acre of forest plantings **was** cultivated, protected, and maintained in 1938 and enter such acreage in Item 1(c).

Ascertain from the operator the date the windbreak and shelterbelt trees were planted and enter such date in Item 2(a).

Determine the number of living windbreak and shelterbelt trees per acre and enter such number of trees in Item 2(b).

Measure the acreage on which a full stand of at least 200 trees per acre of windbreak or shelterbelt plantings **was** cultivated, protected, and maintained in 1938 and enter such acreage in Item 2(c).

Enter the sum of Items 1(c) and 2(c), in Item 3.

Section III - Remarks

The range inspector may use this section to enter any remarks he wishes to make regarding the check of performance for the ranching unit. The specific information requested in the following paragraph will be entered along with any other remarks in this section.

The range inspector will inquire as to whether any changes were made in the 1938 leasing agreement from that of 1937 for the purpose of, or which would have the effect of, diverting to any person any payment to which any other person would be entitled if the 1937 leasing agreements of such range land were in effect for 1938. Any such changes should be noted and a full explanation made regarding such changes.

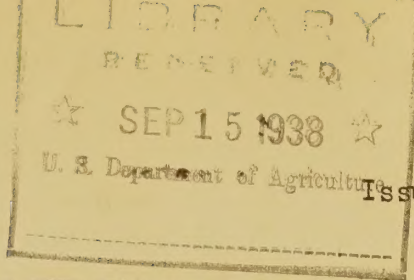
PART IV. CERTIFICATIONS AND REVIEW

Section IV - Certifications.

After the range inspector has completed the entry of the data pertaining to the ranching unit, he should review such entries with the operator. Sufficient time should be spent with the operator in order that he may clearly understand the entries which have been made on NCR-257. The range inspector will then affix his signature and the date of such signature in the spaces provided, and secure the signature of the operator and enter the date on which such signature was obtained.

After the county range inspector has affixed his signature and the signature of the ranch operator has been obtained, NCR-257 should be returned to the county office. The member of the county committee working with the range program will review all entries made on NCR-257 to determine the correctness of such entries and to ascertain whether prior approval of the county committee was obtained for each practice listed on NCR-257.

Each practice listed in Section II of NCR-257 should be checked with the provisions of NCR-251, Section VI, to determine whether such practice has been carried out in accordance with the provisions set forth therein. After the member of the county committee working with the range program has determined the correctness of the entries for each practice, as well as the accuracy of the information contained in NCR-257, he should affix his signature and insert the date of his signature in the space provided therefor in Section III.



Issued August 25, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATING TO THE REPORT OF INSPECTION AND
PREPARATION OF SUMMARY OF PERFORMANCE ON RANGE LANDS
(FORM NCR-257)

(Supplement No. 1)

NCR-256, issued May 31, 1938, is hereby amended as follows:

1. Part II - PREPARATION OF NCR-257 IN COUNTY OFFICE - the third complete paragraph on page 2 is hereby amended to read as follows:

Line 3 - Enter the location of the ranch headquarters including the name of the minor civil division and the distance and direction from the nearest town.

2. Part II - PREPARATION OF NCR-257 IN COUNTY OFFICE - is hereby amended by the insertion of the following new instructions pertaining to Section III of NCR-257 immediately below the third complete paragraph on page 2:

Section III. Remarks.

After Forms NCR-257 have been returned to the county office, if any person who may be entitled to payment in connection with the 1938 Range Conservation Program has executed an ACP-69 as assignor, which is on file in the county Office, data pertaining to such assignment will be entered in Section III of NCR-257 in the manner set forth herein. Before any entries are made in Section III of NCR-257 it will be necessary to determine first whether the assignee has released the assignment by the execution of Section III of ACP-69. If Section III of any ACP-69 has been executed by the assignee, the data pertaining to such ACP-69 will not be transferred to Section III of NCR-257.

The word "assignor" means the ranch operator to whom the money or supplies were advanced and who signed ACP-69 in the lower right corner of Section I. The word "assignee" means the person who advanced the money or supplies and who signed ACP-69 in the lower right corner of Section II. The data appearing on all Forms ACP-69 which are on file in the county office and for which Section III has not been executed by the assignee will be transferred in Section III of NCR-257.

Section III of NCR-257 will be divided into four columns, which will be headed as follows:

Column 1. - Initials of Assignor.

Column 2. - Name of Assignee.

Column 3. - Address of Assignee.

Column 4. - Amount Due.

The initials of the assignor, name of assignee, address of assignee, and the amount due the assignee under the ACP-69 will be entered in Section III of NCR-257 in the appropriate columns and on the same line. The amount due the assignee will be the smaller of the two amounts entered in Sections I and II of ACP-69. If the initials of the assignor are the same as those of any other person whose name appears on ACP-69, enter the name of the assignor rather than his initials in column (1) of Section III, NCR-257.

3. Part III - INSTRUCTIONS FOR COUNTY RANGE INSPECTORS - the third paragraph relating to item 3, Practice No. 1 - Reseeding by Deferred Grazing - is hereby amended to read as follows:

Enter 'yes' or 'no' in item 3 to indicate whether the practice was carried out on land normally used for grazing during the period May 15 to September 30, inclusive. In order to make NCR-257 conform to this amendment, it will be necessary to delete "1938" in item 3, Practice No. 1 on NCR-257.

4. Part IV - CERTIFICATIONS AND REVIEW - is hereby amended by the insertion of the following new paragraph immediately below the first paragraph:

In cases where more than one person is eligible to make application for payment under the 1938 Range Conservation Program, the signatures of all such persons will be obtained. The signatures of such persons and the dates of signature should be entered in the margin immediately below Section IV. The percentage of the total payment to which each of such persons is entitled will be indicated next to his signature.

5. Part IV - CERTIFICATIONS AND REVIEW - the reference to "Section III" appearing in the last line in the last paragraph on page 6 is hereby amended to read "Section IV".

6. NCR-256 is amended by the addition at the end of Part IV of the following new Part V:

PART V - SPOT CHECK OF THE WORK OF RANGE INSPECTORS

A spot check of the work of range inspectors will be made by reviewers selected by, and responsible to, the State committee. Persons selected for this work should be thoroughly familiar with the provisions of the 1938 range conservation program and should be qualified to make proper determinations in connection with performance on ranching units.

The work of the range inspectors will be reviewed as follows:

(1) From the ranching units inspected by each range inspector, two ranching units will be selected by the reviewer for a spot check.

(2) All determinations made by the range inspector on the two ranching units with respect to range-building practices will be reviewed.

The two ranching units selected by the reviewer shall be representative of ranching units in the community in which the range inspector worked. Where it appears to be justifiable, the county committee may request the reviewer to reinspect any other ranching units in the county. Ranching units which are reviewed at the request of the county committee shall be in addition to those which the reviewer selects for the spot check. In some cases it may be advisable for a county or community committee-man to assist him in his work.

In reinspecting a ranching unit the reviewer will use the Report of Inspection and Summary of Performance on Range Lands, NCR-257, and other forms relating to performance. All forms taken from the county office by the reviewer will be charged to him until they are returned..

Preparation of Reviewer's Check Sheet in County Office

Extra sets of NCR-257 will serve as Reviewer's Check Sheets. A separate set of NCR-257 will be prepared for each ranching unit to be reinspected in the manner set forth herein. In order to distinguish such extra sets of NCR-257 which are to be used as Reviewer's Check Sheets from the regular Forms NCR-257 which have been executed in conjunction with the Range Program, clerical assistants will make the following entries thereon:

- (1) Enter the words "Reviewer's Check Sheet" across the top of the form.
- (2) Enter the name of the range inspector immediately above Section I.
- (3) Enter the following in the space immediately below the heading on the form: "(a) No. questions reanswered ____; measurements re-made _____. (b) No. of incorrect answers ____; incorrect measurements _____. (c) Percent of incorrect answers ____; Error in measurements ____."
- (4) Transfer the data appearing in the upper right-hand corner and in Section I of the regular NCR-257 to the correlative spaces in the Reviewer's Check Sheet.
- (5) Transfer the data appearing in Section II of the regular NCR-257 to Section II of the Reviewer's Check Sheet. Such entries should be made in red and crowded to the left of the blank spaces in such a manner as to allow sufficient room for the reviewer to make his entries in the same spaces.

- (6) Transfer the data appearing in Section III of the regular NCR-257 to the Reviewer's Check Sheet. Such entries will be made in red and entered in such a manner as to allow room for the reviewer to make his entries in the same spaces.
- (7) Section IV will be crossed out on the Reviewer's Check Sheet.
- (8) Enter the following in the margin below Section IV:

"Date _____ Reviewer _____."

Reinspection of Ranching Units by Reviewers

The reviewer will reinspect the condition of the range land at the end of the grazing season and all of the range-building practices carried out on the selected ranching units and enter his determinations in the appropriate spaces in Section II of the Reviewer's Check Sheet in black pencil. He will use the methods established by the State committee for range inspectors in determining acreages and other measurements. The reviewer will not make any changes in the entries which the range inspector had made on the regular NCR-257 but will note incorrect entries on the Reviewer's Check Sheet.

After all range-building practices have been reinspected and the reviewer has made the required entries in Section II of the Check Sheet, he will make entries in the blank spaces appearing under the heading which relates to "No. of questions reanswered", etc., in the following manner:

- (a) Enter the total number of questions reanswered and the total number of measurements remade. These entries will be obtained by taking an actual count of the number of questions and measurements entered in Section II by the reviewer. The different practices will be disregarded and the count will be made upon the basis of the number of questions and measurements.
- (b) Enter the number of incorrect answers and measurements. The entry for the number of incorrect answers will be obtained by adding the number of questions which the range inspector has incorrectly answered. The entry for incorrect measurements will be obtained by adding the number of the range inspector's measurements which exceed or are less than the reviewer's measurements.
- (c) Enter the percent of incorrect answers and the percent of incorrect measurements. The percent of incorrect answers will be obtained by dividing the number of incorrect answers by the total number of questions reanswered. The percent of error in measurements will be obtained in the following manner: (1) Add the number of units in all of the reviewer's measurements, disregarding the fact that such units may be in terms of acres, cubic yards, cubic feet, or linear feet. (2) Obtain

the difference between the range inspector's measurements and the reviewer's measurements for all practices by subtracting the smaller of such measurements from the larger. The fact that the reviewer's measurements will be less or greater than the range inspector's measurements will be disregarded. (3) Add the difference between the inspector's measurements and the reviewer's measurements for all practices, disregarding the fact that the reviewer's measurements may exceed or be less than the inspector's measurements. (4) Divide the difference between the range inspector's measurements and the reviewer's measurements by the total number of units in the reviewer's measurements. This quotient will be the percentage or error in the range inspector's measurements.

After all entries have been made on the Check Sheet for the ranching units reinspected, the form should be signed by the reviewer, and the date of reinspection entered, in the margin below Section IV. The original of the Check Sheet shall then be returned to the county office and the copy retained by the reviewer for reference in the preparation of the County Range Spot Check Summary.

If the entry under the heading of the Check Sheet relating to the percent of the practices incorrectly described and measured indicates that the descriptions and measurements made by the range inspector are not more than two percent in error, the range inspector's work may, on the basis of the spot check, be considered satisfactory. However, if the spot check shows that the work of the range inspector is not up to this standard, the reviewer will submit a report with his recommendations to the county committee.

Review of Spot Check by County Committee

After reviewing the recommendations of the reviewer and the data on the Check Sheet, the county committee may determine that further review of the work of such range inspector is advisable, and the reviewer may be requested to reinspect additional ranching units. In other cases, the county committee may consider it advisable to arrange for additional instruction for a range inspector. If, however, a range inspector's work is found to be below the established standard because of negligence or carelessness, and if additional instruction seems inadvisable, such range inspector shall be replaced and all ranching units previously visited by him, reinspected.

After completed Check Sheets have been returned to the county office by the reviewer, the corrections appearing thereon will be transferred to the appropriate range report. This work will be done only by county committeemen, who will initial their corrected entries.

Preparation of the County Range Spot Check Summary

A county range spot check summary form will be mimeographed in the State office and will contain at least the following:

Upper right-hand corner - "State and County Code _____"

Name of State and County _____"

Heading - "County Range Spot Check Summary"

A table containing seven columns with the following headings:

- Column (1) - Name of Range Inspector
- Column (2) - No. of Questions Reanswered
- Column (3) - No. of Questions Incorrectly Answered
- Column (4) - Percent of Incorrect Answers
- Column (5) - No. Measurements Remade
- Column (6) - No. of Incorrect Measurements
- Column (7) - Percent of Error in Measurements

The table should contain as many horizontal lines as can be comfortably spaced thereon. The bottom line will be used as a "total" line. Provision should be made at the bottom of the form for spaces in which the reviewer will enter his signature and the total number of days he has worked.

Instructions for the Reviewer in Executing the County
Range Spot Check Summary

After the reviewer has completed the check sheets for individual range inspectors, the data appearing on such check sheets will be summarized on the County Range Spot Check Summary. Only one line in the table appearing on the form will be used for each range inspector. This will necessitate the combining of the data appearing on all check sheets for each range inspector.

The data required on the summary may be entered by the reviewer or by clerical assistants working under his direction in the county office.

After all entries have been made on the county spot check summary, all columns in the table shall be totaled. The total of column (1) will be the number of names entered in the column. The entry for the "total" of column (4) will be computed by dividing the total of column (3) by the total of column (2). The entry for the "total" of column (7) will be computed by adding the percentage entries and dividing by the number of such entries.

After the summary has been completed and checked, the reviewer will sign his name on the line under the table and enter the number of days he worked in making the spot check of the work of range inspectors.

After the county range spot check summary has been prepared and signed by the reviewer, an original and two carbon copies shall be typed in the county office. One copy shall be filed in the county office, and the original and one copy shall be signed by the reviewer and forwarded to the State office.

The State office will prepare in duplicate a State summary of range spot check work on the basis of the data listed on the summaries submitted by the various counties in the State. The originals of the county summaries and State summary will then be forwarded to the North Central Division in Washington.

Issued July 7, 1938.

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RECEIVED
29 JUL 1938
Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
North Central Division

INSTRUCTIONS RELATING TO THE REPORT OF INSPECTION AND
PREPARATION OF SUMMARY OF PERFORMANCE ON RANGE LAND IN JONES COUNTY
SOUTH DAKOTA (FORM NCR-257-J)

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PART I - GENERAL INFORMATION AND ADMINISTRATIVE ORGANIZATION.

The Report of Inspection and Summary of Performance on Range Land, NCR-257-J, will be used to determine and summarize the extent of performance on ranching units under the 1938 Range Conservation Program for Jones County, South Dakota. The State committee will arrange for the necessary county schools of instruction, prepare instructions for the determination of acreages, and furnish adequate supervision and assistance to the county committee.

The Jones County Committee will be responsible for the determination of performance on ranching units. The member of the county committee in charge of the range program will supervise the determination of performance in connection therewith. The determination of performance will be made as soon as possible after the receipt of the necessary forms and instructions in the county office.

Inspection of ranching units for the purpose of determining performance will be made on all ranches for which data are listed on the Range Listing Sheet, NCR-255. Data will be entered on NCR-257-J only for those practices contained in the 1938 Range-Building Goal established by the county committee. The member of the county committee in charge of the range program will make assignments of ranching units to be inspected by each range inspector. Each range inspector will be supplied with forms NCR-257-J, NCR-253, and such other forms and equipment as are necessary for the determination of performance. Range inspectors will visit the assigned ranching units, check the data appearing in Section I of NCR-257-J, check the range-building practices carried out, and record data for such practices in Section II of NCR-257-J in accordance with the instructions contained herein. The range inspector will review the data which he enters on NCR-257-J with the ranch operator and obtain the ranch operator's signature. Upon certification, the range inspector will forward NCR-257-J to the county office. NCR-257-J will be completed in the county office and reviewed by the county committee. The member of the county committee in charge of the range program will sign NCR-257-J on behalf of the committee.

PART II - PREPARATION OF NCR-257-J IN THE COUNTY OFFICE.

Before range inspectors visit ranching units, clerical assistants will make entries in Sections I and II and in the upper right-hand corner of NCR-257-J, in accordance with the instructions set forth herein, from information available in the county office.

NCR-257-J will be executed in duplicate. Such forms are furnished in sets containing one white form (NCR-257-J) and one yellow form (NCR-257-Ja) which will be used as the original and the copy, respectively. Clerical assistants will securely fasten a sheet of carbon paper of appropriate size between each set in such a manner that the carbon paper will not slip while entries are being made on NCR-257-J by the range inspector and clerks in the county office.

The range inspector district number and the ranch serial number will be entered in the appropriate spaces in the upper right-hand corner of NCR-257-J.

In filling in Section I, the name and address of the operator of the ranching unit will be obtained from columns (2) and (3) of form NCR-255. The number of acres in the ranching unit, the number of acres of range land, and the normal grazing capacity of the ranching unit will be transferred from columns (5), (6), and (16), respectively, of NCR-255. The data relating to the location of the ranch headquarters, should include the name of the road on which the headquarters of the ranching unit is located, as well as the name of the minor civil division and the distance and direction from the nearest town.

In the spaces designated "1938 Goal" appearing under each practice in Section II, clerical assistants will enter the number of units required for all practices which are contained in the 1938 Range-Building Goal. The requirements of any additional practices contained in the 1938 Goal will be entered in the column designated "1938 Goal Requirements" appearing under Non-Listed Range-Building Practices in Section II.

PART III - INSTRUCTIONS FOR COUNTY RANGE INSPECTORS.

Section II - Report of Performance.

The range inspector will make the necessary entries in Section II of NCR-257-J in accordance with the instructions contained herein.

CONDITION OF RANGE LAND AT END OF GRAZING SEASON

The range inspector will compare the area grazed in 1938 with adjacent or nearby nongrazed areas to determine whether the range land was pastured to such an extent that the stand of grass has been decreased or the forage, tree growth, or watershed injured by overgrazing in 1938. The appropriate entry will be made in the space provided in Section II.

NATURAL RESEEDING BY LIMITED GRAZING

The entry in column 1 of the box will be the percentage that the palatable forage growth retained at the end of the grazing season on range land adjacent to check-plot number 1 is of the palatable forage growth on each check-plot. Similarly, a percentage will be entered in the box with respect to each check-plot on the ranching unit. The average percentage entered in the box will be obtained by adding the individual percentages computed as described above, and dividing by the number of check-plots. If the average percentage so obtained is 20 percent or more, the entry in item 1 will be Yes. If it is less than 20 percent, the entry in item 1 will be No.

Enter Yes or No in item 2 to indicate whether the palatable forage growth in the check-plot areas was injured; partially or completely destroyed by fire; or damaged by insects, rodents, or other uncontrollable causes.

If the answer to item 2 is Yes, enter Yes or No in item 3, to indicate whether the operator has furnished evidence to the county committee of the number of animal units actually grazed upon the ranch during the grazing season.

DEFERRED OR ROTATIONAL GRAZING SPECIFIED FOR THE RANCHING UNIT.

Enter Yes or No in item 1 to indicate whether deferred or rotational grazing was carried out on land normally used for grazing during the period from the start of the forage growth to seed maturity.

Enter in item 2 the number of acres on which deferred or rotational grazing was carried out. Sufficient measurements will be made to determine such acreage.

Enter Yes or No in item 3 to indicate whether the entry of livestock on the acreage entered in item 2 was prevented by fencing or herding.

Practice No. 1 a - Reseeding of Range Land.

Enter Yes or No in item 1 to indicate whether the range land was reseeded with good seed of adapted varieties of range grasses, legumes, or forage shrubs.

Enter in item 2 the names of the kinds of seed sown.

Enter in item 3 the total number of pounds of seed sown.

Enter in item 4 the number of acres reseeded. Sufficient measurements will be made to determine such acreage.

EROSION AND RUNOFF CONTROL

Practice No. 2 b (1) - Contour listing, furrowing, or subsoiling.

Enter Yes or No in item 1 to indicate whether the listing, furrowing, or subsoiling was carried out on the contour of the range land.

Enter in item 2 the total number of acres listed, furrowed, or subsoiled. Sufficient measurements will be made to determine such acreage.

Practice No. 2-b (2) - Contour ridging:

Enter Yes or No in item 1 to indicate whether the range land was ridged on the contour.

Enter in item 2 the total number of linear feet ridged. Sufficient measurements will be made to determine the number of linear feet ridged.

Practice No. 2 - c - Spreader dams and terraces:

A. Spreader dams

Each spreader dam will be assigned a number and the appropriate entries will be made under the number assigned.

In the spaces in the table to the right of item 1 enter Yes or No to indicate whether the spreader dams were constructed for the diversion of surface water to prevent soil washing of range land.

In the spaces to the right of item 2 enter the number of cubic yards of material moved in building the spreader dams.

B. Spreader terraces.

Enter Yes or No in item 1 to indicate whether the spreader terraces were constructed for the diversion of surface water to prevent soil washing of range land.

Enter in item 2 the number of linear feet of terrace constructed.

Sufficient measurements will be made to determine the number of cubic yards of material moved in building the dams and the number of linear feet of terrace constructed.

DEVELOPMENT OF STOCK WATER ON RANGE LAND.

Practice No. 3 d - Excavations, dams, or fills.

Each excavation, dam, or fill will be assigned a number and the appropriate entries will be made under the number assigned.

In the spaces in the table to the right of item 1, enter Yes or No to indicate whether the excavations, dams, or fills were made for the purpose of supplying water for range livestock.

In the spaces to the right of item 2, enter Yes or No to indicate whether the excavations, dams, or fills were made in accordance with instructions outlined by the State committee and approved by the Director of the North Central Division.

For item 3, enter in the table the number of cubic yards of fill or excavation. Sufficient measurements will be made to determine the number of cubic yards of fill or excavation moved in making the excavations, dams, or fills.

Practice No. 3 e - Wells.

Each well will be assigned a number and the appropriate entries will be made under the number assigned.

Enter Yes or No in item 1 to indicate whether the well was developed for the purpose of providing water for range livestock.

Enter Yes or No in item 2 to indicate whether a windmill or power pump was installed and the water conveyed to a tank or storage reservoir.

Enter Yes or No in item 3 to indicate whether the well was developed at a place other than ranch headquarters.

The range inspector will determine the diameter of the casing in inches, and the depth of the well in linear feet, in accordance with methods established by the State committee and will make the appropriate entries in items 4 and 5, respectively.

If the well is an artesian well, enter Yes or No in item 6 to indicate whether adequate stock water was made available during the grazing season and conveyed to a tank or trough. If the well is not an artesian well, no entry will be made in item 6.

NON-LISTED RANGE-BUILDING PRACTICES.

The range inspector will enter in the "Performance" column a statement describing the extent of the work done toward the accomplishment of each additional range-building practice which is required by the State and county committees. Such statements should be brief, clear, and concise yet sufficient detail should be given so that there will be no doubt as to whether the operator met the requirements of the State and county committees.

Section III - Remarks.

The range inspector may use this section to enter any remarks he wishes to make regarding the check of performance for the ranching unit. The specific information requested in the following paragraphs will be entered along with any other remarks in this section.

The range inspector will inquire as to whether any changes were made in the 1938 leasing agreement from that of 1937, or whether there has been any reduction in the 1935-37 average number of tenants on the ranching unit, which would increase the proportion of the landlord's payment. Any such changes or reduction should be noted and fully explained.

The range inspector will inquire as to whether any of the practices listed in subsection C, Section XII of NCR-251-J, which are a part of the range-building goal, were carried out with labor or materials furnished in whole or in part by any State or Federal agency. If any of the labor or materials were furnished by any State or Federal agency, a statement should

be made in this section setting forth the name of the agency and the portion of the total cost of the labor or materials furnished by such agency.

PART III - CERTIFICATION AND REVIEW.

Section IV - Certifications.

After the range inspector has completed the entry of the data pertaining to the ranching unit, he should review such entries with the operator. Sufficient time should be spent with the operator to explain any entries on NCR-257-J which may require clarification. The range inspector will then affix his signature and the date of such signature in the spaces provided and secure the signature of the operator and enter the date on which such signature was obtained.

After NCR-257-J has been signed by the range inspector and the ranch operator it should be returned to the county office. The member of the county committee in charge of the range program will review all entries made on NCR-257-J to determine the correctness of such entries and to ascertain whether prior approval of the county committee was obtained for each practice listed on NCR-257-J.

Each practice listed in Section II of NCR-257-J should be checked with the provisions of NCR-251-J to determine whether such practice has been carried out in accordance with the provisions set forth therein. After the member of the county committee working with the range program has determined the correctness of the entries for each practice, as well as the accuracy of the information contained in NCR-257-J, he should affix his signature and insert the date of his signature in the space provided therefor in Section IV.

